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BULLETIN

DEPARTMENT OF EXTENSION

CLASS INSTRUCTION
CORRESPONDENCE STUDY

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EXTENSION OFFERINGS

The offerings of the Division of Extension are of two general types as follows:

A. Extension work by class instruction in which the teacher meets the classes at some study center provided by the class.

B. Extension work by correspondence in which the student works out written assignments which are sent by mail to the instructor and graded by him and returned to the student.

The work of the Extension Department is organized to conform to the regulations of the Southern Association of Colleges and Secondary Schools and the regulations of the National Extension Association of Teachers Colleges.

EXTENSION CLASS STUDY

1. Mississippi Southern College is anxious to serve the Teachers of Mississippi through the extension classes. Arrangements have been made to offer by extension any course included in the regular college schedule on condition that satisfactory library and laboratory facilities are available. In the Departments of Health, English, Education, Psychology, History, and Social Science, it is possible to offer a number of courses without special library arrangements other than those available through the College. Those interested in arranging for extension classes in centers convenient for them should write to the Director of Extension.

2. Any person qualified to profit by an extension course may be admitted to the classes for non-credit study. However, those who expect college credit for a course must meet regular admission requirements. Students will not be permitted to do extension work during regular attendance at any college.

3. Extension classes spend the same number of hours in recitation as are required for the same course taken in residence. No extension class may meet for more than sixteen hours in one week, or four hours in one day. No extension course may continue after the opening of the second term of the spring quarter.

CORRESPONDENCE STUDY

GENERAL REGULATIONS

1. The matriculation fee for a correspondence course is $2.50 per quarter hour. Thus, the fee for a four-hour course is ten dollars and for a two-hour course five dollars.

2. **Fees are not refundable or transferrable after the first lesson is received in this office. Fees may be refunded if no lessons have been received. This refund must be made within three months of date of registration.**

3. If credit is desired, the student must meet the usual college entrance requirements and the course prerequsites. Only those courses numbered below one hundred are open to students of freshmen or sophomore rank.

4. No more than forty-eight hours earned in extension may be counted toward a degree from Mississippi Southern College. No more than twenty hours (of the forty-eight hours) earned by correspondence study may be counted toward a degree.

5. Students seeking enrollment for correspondence study courses are required to fill out an application blank for each course desired.

6. Text books are ordered by the student from the publishers whose names and addresses are listed on the first assignment sheet.

7. The maximum time for the completion of a four-hour course (twenty-four lessons) is one year from the date of acceptance of the application. For reasons considered adequate by the Extension Division this time may be extended one year upon the payment of a fee of $3.00. Applications for extension of time should be accompanied by the fee for such extension. No such application can be considered unless received within sixty days of the date of expiration of the course.

8. No student will be permitted to rush through a correspondence course for any reason.

9. The minimum time for the completion of a course is four weeks from the date of beginning work, provided assignments are sent in two or three at a time at regular intervals proportionally spaced over the minimum time.

10. No work may be done by correspondence while a student is in attendance at any institution of learning, unless he has written permission of the dean of his college.

11. A student should not enroll for more than two courses at a time. When two courses are taken at the same time, the student is required to spend not less than two months in completing the two.

12. As the lessons are completed, the student mails or brings them to the Extension Division for correction by the instructor. After correction, they are returned (if postage is sent) so that the student will have the benefit of the instructor's criticisms and suggestions in the preparation of subsequent work. For this reason, the lessons should be submitted, **in order, a few at a time.**

13. At the completion of the course, all lessons written by the student must be returned to the office of the Extension Division. No final grade can be reported until the lessons are received. These become the property of the Extension Division.

14. No credit will be allowed on a course which is completed in less than the minimum time of four weeks, exclusive of the time the student may be engaged in residence work at any institution.

15. Credit will not be allowed when there is evidence that unfair assistance has been obtained either on the lessons or the final examination.

RULES FOR PREPARATION OF ASSIGNMENTS

1. Use 8½x11" paper of light weight, (regular notebook or typing paper). Envelopes addressed to the Division of Extension are sent with the outline of the course. The lessons must be mailed in these envelopes, one or two assignments to an envelope.

2. In preparing the recitation, observe carefully the following rules:
   a. Write on one side of the paper only.
   b. Write with ink or use typewriter.
   c. Leave a margin of two inches or more on the left side of the paper. (This space is for the instructor's comments, corrections, etc.)

3. Write your name and address, the name of the course, and number of the recitation paper at the top of the first page of each lesson.

4. The recitation paper must contain only the lesson; all business and other communications must be written on a separate sheet, and mailed in a separate envelope. We are not responsible for any delay caused by letters being enclosed in assignments.

MAILING OF LESSONS

1. In the upper left-hand corner of the envelope addressed "DIVISION OF EXTENSION", in which the recitation paper is enclosed, **write your full name and address.**

2. In the lower left-hand corner of the envelope, write the name of the course and number of the assignment.

3. Have your lessons weighed before mailing; be sure there is enough postage on them. When the postage is insufficient, the lessons will not be accepted by the Extension Office until full postage has been paid.

4. If the student wishes to have his graded lessons returned, he must send a self-addressed stamped envelope with each assignment. The enclosed envelope should have the same amount of postage as the one in which the lesson is mailed. If this stamped envelope is not enclosed, the lesson will be recorded and the **paper destroyed.**

EXAMINATION INSTRUCTIONS

1. Final grades and credit on correspondence study courses depend on the examination. The lesson assignments are intended to assist the student in preparation for the examination.

2. Upon completion of the assignments the student must immediately take up with the Extension Office arrangements for the examination.

3. Final examinations are held either by regular instructors of Mississippi Southern College, instructors in other institutions of higher learning, county superintendents or high school superintendents selected by the student and approved by the Director of Correspondence. A student may defer examination on a completed course until he enters the College for residence work, in which case the examination must be taken within two weeks after the student registers.

4. A student may not spend more than three hours on the examination.

5. Before beginning the examination, all books and papers must be removed from the desk except the examination papers.

6. It is preferable for the student to use ink when taking an examination.
7. Students who are, for any reason, permitted to take a second examination on a subject, are charged a special fee of one dollar.

COURSES OFFERED BY CORRESPONDENCE

Education
101 Arithmetic in the Elementary Grades (Old 71 and 85), Jones
107 Teaching of Reading and English in Primary Grades, Jones
109 Teaching of Reading and English in the Upper Elementary Grades, Jones
113 Principles of High School Teaching, Weathersby
169 Tests and Measurements, Weathersby

English
26 English Composition, Bass
27 English Composition, Bass
76 English Literature, Bass
80 American Literature, Hickman
124 Shakespeare, Hickman
125 The Romantic Poets, Bass

Fine Arts
140 Art Appreciation, D'Olive

Geography
88 Commercial and Economic Geography of South America, Mexico, and the Caribbean Countries, Bolton
110 Commercial and Economic Geography of North America (Old 70), Bolton
135 The Principles of Human Geography, Bolton
138 Commercial and Economic Geography of Europe, Bolton
145 World Trade, Bolton

Health
27 School and Community Hygiene, Schwartz
79 The Hygiene of the School Child, Schwartz
115 Means and Methods of Teaching Health, Schwartz
125 Personal Hygiene and Home Sanitation, Schwartz

History
27 Survey of Civilization from 1450 to 1789, Rivers
28 Survey of Civilization since 1789, Rivers
61 American History to 1789, Rivers
62 American History 1789-1865, McLemore
63 American History since 1865, McLemore
110 The Middle Ages (Old 26), Rivers
126 Hispanic America, McLemore
140 Civil War and Reconstruction (not open to those who have had History 62), McLemore
142 Recent American History (not open to those who have had History 63), McLemore
177 Recent European History, McLemore
185 History of the Old South, McLemore

Mathematics
31 College Algebra, Dearman
32 College Algebra, Dearman
35 Plane Trigonometry, Dearman
75 Analytic Geometry, Dearman
76 Analytic Geometry (this is a continuation of 75), Dearman
131 The Teaching of High School Mathematics, Dearman
138 The History of Mathematics, Dearman

Physical Education
*33 Theory and Principles of Physical Education
181 Corrective and Remedial Measures

Psychology
65 Elementary Psychology, Peterson
116 Child Psychology, Peterson
119 Educational Psychology for High School Teachers, Peterson

Social Science
25 American Government
55 Principles of Economics
75 Rural Sociology, Lewis
*106 American Political Parties
130 State and Local Government
175 Advanced Principles of Sociology, Lewis

Note: Courses starred are two-hour courses. Others are four-hour courses. For detailed information about courses, write for a general catalogue.